



15th March 2019

COMMUNICATIONS COMMITTEE

TO: MEMBERS OF THE COMMUNICATION COMMITTEE

Councillors: Naveed Akhtar, Richard Alvin, Deborah Barlow, Rochelle Hodds and Alan Lion.

You are hereby invited to attend a meeting of the **COMMUNICATIONS COMMITTEE** which will be held on **Thursday 21st March 2019** at the **Parish Council Offices**, Hainault Road, Chigwell, at **6.30pm** to transact the business shown in the Agenda below.

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Communications Committee meetings held on 24th January 2019.



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4. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

5. NEWSLETTER ADVERTISING PRICING



Members are reminded that at previous meetings it was resolved that the Parish Newsletter would be produced on a bi-annually basis and that advertisements, which conform with the adopted Newsletter Advertisement Policy, would be included in this publication. Having previously approved a Newsletter Advertising Policy the charges to publish adverts in this newsletter must now be confirmed.

Members are now asked to **CONSIDER** and **APPROVE** the advertisement pricings as shown at **Appendix 1**.

6. IMPROVEMENT OF THE PARISH COUNCIL WEBSITE

Members are reminded that Chigwell Parish Council maintains a website to raise the profile of the Parish Council and to inform residents of the Council’s activities. Members are further reminded that at the meeting held on 24th January 2019 it was agreed that this committee would discuss alterations to the framework and design of the website. content and layout of the website. In view of this committee’s approved Mission Statement,

“This Committee will establish a two-way communicative relationship with residents. The purpose of which is to promote the activities of the Parish Council, ensure transparency and align these endeavours with those of the community.”

Councillor Alvin will now advise Members on this subject.

Members are now asked to **COMMENT** on this matter, and then **APPROVE** an appropriate course of action



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7. PROMOTION OF THE COMMUNITY BUS SERVICE

Members are reminded that at the previous meeting it was resolved purchase banners or publicity posters to promote the Community Bus Service.

The Chairman of the Community Bus Service will now further advise Members on this matter.

Members are now asked to **COMMENT** on this matter.

8. COMMUNICATIONS WORKING GROUP 

Members are reminded that at the previous meeting of this committee it was agreed that a Communications Working Group would be established, to raise the profile of the Parish Council and to inform residents of the Council's activities. An invitation to attend this meeting was despatched to the Chairmanship of selected resident's associations, to serve as potential members of this Working Group.

The Chairman will now further advise members on this subject.

In pursuance of the stated objectives of this Working Group, Members are now asked to **CONSIDER** and **APPROVE** the scheduling of a meeting for this group and agree the matters to be considered at this meeting.

9. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMUNICATIONS COMMITTEE MEETING

To **NOTE** any matters which Members may wish to draw to the attention of the Committee and/or request to be included in the Agenda for the next meeting of the Committee.

10. DATE OF NEXT MEETING 

Members are reminded that the next meeting of this committee is presently scheduled for 22nd May 2019, at 6.00pm. Members are now asked to **CONSIDER** the adjustment of this date.



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11. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There is ONE confidential item to be considered.

Anthony Belgrave
Clerk to the Council